



COMBAT VETERANS MOTORCYCLE ASSOCIATION®
(CVMA®) TEXAS STATE REPRESENTATIVE
PO Box 1146
Port Aransas, TX 78373

CVMA-TX

Approved: November 15, 2021
Expires: May, 15, 2023

MEMORANDUM FOR RECORD

SUBJECT: CVMA TEXAS BACK PATCH ORDERING AND PAYMENT PROCESS

1. When ordering and paying for CVMA back patches, the Chapters of CVMA Texas will adhere to the following guidelines.
 - a. Chapters are required to use CVMA Form 101 - Patch Agreement, located on the CVMA National Website in the Repository section under the Forms tab.
 - b. CVMA Form 101 must be completed using ink initials and signatures (no digital signatures). Once complete, Chapters will email the form in pdf format to the CVMA Texas State Quartermaster (SQM) to txcvma@gmail.com. No other email address is to be used.
 - c. Payment of the back patch will be submitted to the CVMA Texas PayPal account txcvma@gmail.com. Do not use the "Friends and Family" option for payment. Costs for back patch are as follows:
 - i. Full Member 12.5" inch \$50
 - ii. Full Member 10" inch \$40
 - iii. Auxiliary Member \$40
 - iv. Supporter Member \$40
 - d. The following information must be contained within the "Comments" section of the PayPal process:
 - i. New Member Name
 - ii. Member Number
 - iii. Chapter
 - e. If any of the above steps are not completed, it may cause a delay in the Chapter receiving the back patch for the new member.
2. In accordance with the current Back Patch Agreement, all patches for new members will be purchased by the State Representative (SR) or SQM. If a Chapter has an inventory of back patches, they may issue members as a second patch. A completed copy of the back patch agreement must be sent to SQM for historical purposes. Chapters must indicate in the email that it is for a second back patch and that the patch log needs to be updated accordingly.

(or)

If the Chapter has an inventory of back patches that are used (like new), and the new member agrees, the Chapter may sell the used back patch instead of waiting on a new back patch. A completed copy of the back patch agreement must be sent to SQM for historical purposes. Chapters must indicate in the email that the Chapter has issued the back patch and the patch log needs to be updated accordingly.

3. The POC for this memorandum is the undersigned at sr.tx.cvma@gmail.com.

A handwritten signature in black ink, appearing to read 'B. Roberts', with a long horizontal flourish extending to the right.

Brendan "Dudeman" Roberts
Texas State Representative
Combat Veterans Motorcycle Association